

CECW-OE-E  Regulation No. 500-1-22	Department of the Army U.S. Army Corps of Engineers Washington, DC 20314-1000	ER 500-1-22  15 May 86
	Emergency Employment of Army and Other Resources  CORRECTIVE ACTION PROGRAM (CECAP)	
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DAEN-CWO-E

Regulation  
No. 500-1-22

15 May 1986

Emergency Employment of Army and Other Resources  
CORPS OF ENGINEERS  
CORRECTIVE ACTION PROGRAM  
(CECAP)  
(RCS Exempt: AR 335-15, Para 5-2e(7))

1. Purpose: The Corps of Engineers Corrective Action Program (CECAP) establishes a control system and management process to identify, evaluate and resolve issues which impact on execution of U.S. Army Corps of Engineers (USACE) mobilization and national emergency support missions.

2. Reference:

a. EP 500-1-2, Corps of Engineers Mobilization and Operations Planning System (CEMOPS).

b. ER 500-1-18, Corps of Engineers Continuity of Operations Planning System (CECOPS).

c. Plan 84-2, Corps of Engineers Mobilization Plan (CEMP).

3. Applicability: This program applies to HQUSACE, USACE divisions and districts, and separate engineer field operating activities (FOA) with unresolved Corps of Engineers mobilization issues from previous exercises and any new issues approved by the CECAP Steering Committee.

4. Description:

a. CECAP assists in evaluation and resolution of key mobilization issues identified by the Joint Chiefs of Staff, Headquarters, Department of the Army, HQUSACE, USACE divisions, districts, and FOAs. The intent is to monitor issues identified until they are resolved and corrective actions implemented to correct deficiencies in policies, plans, procedures and systems. The CECAP is modeled after the Joint Chiefs of Staff and Army Remedial Action Programs (JCS RAP and ARAP). The system, described below, will ensure that such issues remain visible pending resolution.

b. The Corps of Engineers, Department of the Army, and the Joint Chiefs of Staff have common objectives for their remedial action programs. The USACE objectives of CECAP are to:

(1) Establish a system to address problems identified within the Corps of Engineers and by the DA and JCS sponsored mobilization exercises program.

(2) Determine which problems require corrective action and assign responsibility for them.

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- (3) Establish a management system to review the status of corrective actions.
- (4) Use the findings to:
  - (a) Correct deficiencies in plans, policies, procedures, and systems.
  - (b) Improve mobilization exercise design.
  - (c) Develop exercise planning guidance for mobilization exercises.
  - (d) Validate the effectiveness of corrective actions in future exercises.

c. CECAP is managed by a 5-member steering committee chaired by the USACE Chief of Staff who reports to the Commander, USACE. The committee consists of five regular voting members at the O-6 (Colonel) or GM/GS-15 level. They are the Chief of Staff and representatives from the Directorate of Civil Works, Resource Management, Information Management, and Engineering and Construction. All proponent HQUSACE directorates and separate offices are considered ad hoc members of the committee by virtue of their positions. The Chief of the Mobilization and Exercise Section of the Emergency Management Branch (DAEN-CWO-EM) acts as a non-voting Committee Secretary. The Mobilization and Exercise Section provides clerical and administrative support for the CECAP Steering Committee.

d. Issues are submitted to the committee, through the Committee Secretary, by HQUSACE elements, divisions, districts, or separate FOA. The issues are placed on a Corrective Action List (CAL) and assigned to proponent directorates or offices for resolution. Proponents submit an action plan to the Steering Committee for resolution of issues for which they have responsibility. The Committee monitors each issue as it progresses through a proponent action plan until resolved. A CECAP Progress Report indicating the status of all issues on the CAL will be produced semi-annually by the CECAP Steering Committee Secretary.

#### 5. Responsibilities:

a. Each HQUSACE proponent is responsible for resolution of all assigned issues on the CAL. Each proponent directorate or office will:

- (1) Formulate an action plan for resolution of each assigned issue.
- (2) Establish appropriate suspense dates for execution of the action plan.
- (3) Report the status of assigned issues to the Committee Secretary semi-annually and as required by the chairperson.
- (4) Recommend unresolved issues as candidates for the ARAP, if appropriate.

b. The CECAP Steering Committee meets semi-annually unless a special session is called by the chairperson. The CECAP Steering Committee is responsible for:

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- (1) Determining which issues require corrective action and assigning responsibility for them.
  - (2) Ensuring that issues submitted are clearly defined.
  - (3) Reviewing the status of all issues and determining action required to further their resolution.
  - (4) Determining when an issue meet the criteria of being resolved. The issue on the CAL is closed when one of the following is met:
    - (a) A system is functionally established and has been documented to resolve the issue.
    - (b) USACE has exhausted all possible resources.
    - (c) The problem ceased to exist.
    - (d) The milestones approved by the CECAP Steering Committee have all been achieved.
  - (5) Determining or approving responses to any CECAP issue related business.
  - (6) Proposing mobilization policy in accordance with developed solutions.
- c. The Chairperson's responsibilities include:
- (1) Calling and chairing meetings.
  - (2) Ensuring that required committee reports are produced and distributed.
  - (3) Reporting committee progress to the commander.
- d. The Secretary's functions include:
- (1) Recommending appropriate directorates or offices as proponents for new issues.
  - (2) Tracking proponent suspenses and maintaining records on active and closed CECAP issues.
  - (3) Supervising preparation of recommendations to the Committee on disposition of issues.
  - (4) Supervising preparation and distribution of committee reports.
  - (5) Handling routine correspondence on issue status.
  - (6) Representing the USACE in DA critique exercises under the JCS program as the Remedial Action Projects Coordinator.

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e. The USACE Mobilization and Exercise Section provides administrative and clerical support to the CECAP Steering Committee. This responsibility includes maintenance of the CAL and preparation of committee reports.

6. Execution: Sequence of actions for CECAP execution (see flow chart in Appendix A).

a. Proposed issues are submitted to DAEN-CWO-EM by HQUSACE elements, divisions, districts, or separate FOA for integration into the working CAL. Although proposed issues will normally evolve from exercise play, they may be generated from any source and submitted at any time. Issues that require action or resources of higher headquarters are formatted as shown in Appendix B.

b. Once an issue is received, the CECAP Secretary logs it on the CAL. The Committee serves as a clearing-house for all incoming issues and the CAL is its primary management tool. Each issue will be screened for relevance to mobilization or national emergency support to determine whether it is appropriate for HQUSACE review and response. Issues determined to be inappropriate will not be included on the CAL. Rejected issues will be returned to the submitter by the Committee Secretary. A rejected issue may be proposed again if desired by the original submitter; however, additional justification will be required. On accepted issues, the CECAP Steering Committee assigns a responsible proponent to develop action plans.

c. The CECAP Secretary refers accepted issues to the proper HQUSACE staff proponent for comment, development of an action plan and resolution. The proponent is responsible for managing resolution of an issue, including coordination with other office elements. It is conceivable that an issue might not be resolvable within HQUSACE. In such cases, the Steering Committee screens the issue and may choose to have the proponent submit the issue to DA for inclusion in the ARAP. The proponent's initial action plan and response to the submitter is sent to the CECAP Steering Committee via the CECAP secretary. Acceptable responses are put into one of the following categories according to projected response time by the Secretary: Short Term -- 0-6 months, Long Term -- more than 6 months. Resolution suspense dates for each issue are established by responsible proponents.

d. The CECAP Steering Committee will review the CAL twice each year. Each issue will remain on the CAL until resolved and approved by the CECAP Steering Committee for removal:

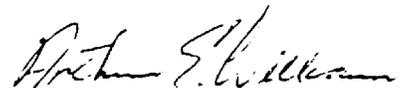
(1) Unresolvable issue in USACE: The Steering Committee determines what issues are forwarded to HQDA for consideration in the ARAP program. ARAP issues will include only projects requiring modification, or creation of plans, procedures, or regulations, or the programming or reprogramming of resources. The authority to approve an ARAP rests with the ARAP working group chaired by the Deputy director, Operations, Readiness, and Mobilization, ODCSOPS. The HQUSACE designated proponent prepares progress reports at varying frequencies.

(2) Issue resolved: The Steering Committee declares an issue on the CAL as closed when one of the criteria on paragraph 5.b.(4) is met. The Secretary maintains a record to validate the effectiveness of corrective actions in future exercises.

(3) Issue unresolved: For unresolved short term projects, the Steering Committee refers the action plan to the responsible proponent for further development and reclassification. The proponent is responsible for keeping the Committee Secretary informed on project progress.

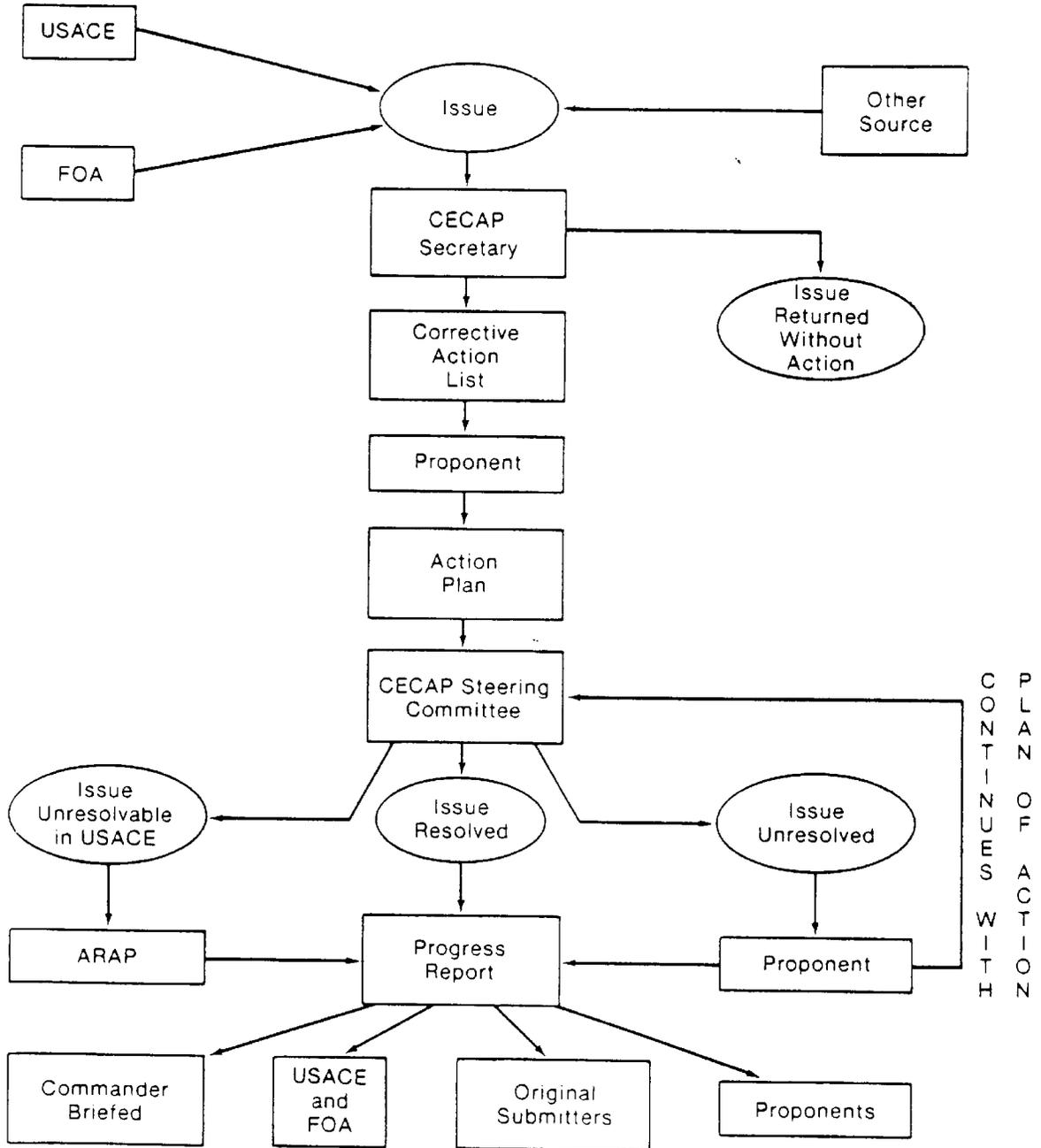
e. After each semi-annual meeting of the Steering Committee, a CECAP Progress Report will be prepared and distributed to appropriate HQUSACE elements, divisions, districts, or separate FOA. It will reflect the current status of issues on the CAL. If an issue has not been resolved by a required suspense date, the proponent will report on its disposition and set a new suspense date. The Chairperson will report, semi-annually, before each USACE Commanders' Conference to the USACE Commander on the status of all issues. This report will include the number of issues still active, those completed, and those that require further development or reclassification.

FOR THE COMMANDER:

  
ARTHUR E. WILLIAMS  
Colonel, Corps of Engineers  
Chief of Staff

3 Appendices  
APP A - CECAP Issue Flowchart  
APP B - Sample Submittal Form  
APP C - Glossary of Terms

### APPENDIX A CECAP Issue Flowchart



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Appendix B

SAMPLE SUBMITTAL FORM  
CORPS OF ENGINEERS  
CORRECTIVE ACTION PROGRAM

DATE:

SUBMITTED BY: \_\_\_\_\_ CATEGORY: (If Applicable)

TITLE:

PROBLEM:

DISCUSSION:

RECOMMENDATION:

DISPOSITION:

\_\_\_\_\_  
CECAP Chairman

APPENDIX C  
GLOSSARY OF TERMS

CECAP Working Group: Personnel tasked to manage the Corps of Engineers Corrective Action Program (CECAP). The group is chaired by the Chief of Staff, HQUSACE with Chief, DAEN-CWO-EM assigned as secretary.

Corrective Action List (CAL): A consolidated list of all issues containing a description of their disposition.

Field Operating Activities (FOA): Any Corps of Engineers separate activity having its own commander or commander/director.

HQUSACE element: Any directorate or office which operates under the direction of the Commander, U.S. Army Corps of Engineers.

Issue: A problem or ambiguity that could not be resolved at division, district, or separate FOA level. It can also be an issue which has widespread significance or a suggested improvement that is proposed by a submitter for resolution, explanation or implementation by HQUSACE.

Proponent: A HQUSACE element which has been assigned responsibility for responding to a submitter, detailing how an issue will be resolved and ultimately ensuring that it is resolved.

Prospective Issues: Items which have been generated by either an FOA or HQUSACE element but which have not yet been reviewed or screened by the CECAP Working Group or DAEN-CWO-EM.

Submitter or Submitting Office: A functional element within HQUSACE, any division, district, or separate FOA which has submitted an issue to DAEN-CWO-EM for inclusion in the CECAP for resolution.